

## **City of Ormond Beach Memorandum**

To: Honorable Mayor Kelley and City Commissioners  
From: Joyce Shanahan, City Manager  
Subject: Weekly Report  
Date: April 15, 2016

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This is a weekly staff report that is used as a management tool that I thought you might find helpful. The departments are listed in alphabetical order.

### **City Manager**

Reviewed and prepared with staff as follows:

- General discussion meetings with Police Chief, IT Manager, Utilities Manager,
- Staff meeting with senior staff
- Completed and submitted ICMA Credentialed Manager report
- Reviewed commission meeting agenda packet
- Reviewed NID PowerPoint presentation for CFOB meeting
- Preparing for panel discussion at FCCMA Annual Conference

Spoke to, attended and/or met with:

- FPL representative Larry Volenec regarding their rates
- Rotary Board Meeting
- Roundtable of Volusia County Elected Officials
- Met individually with commission members and senior staff regarding Enterprise Software System
- Spoke with John Boehm regarding internship with the city
- CFOB meeting, NID Manager Chris Mason presented information to the group
- PACE Center Board Meeting
- Met with Maryam Ghyabi regarding US1/Nova Road
- Held Walk with the Manager, Finance Director Kelly McGuire was the guest walker

### **Community Development**

#### **Planning**

- The Department hosted a training session on the City's ProjectDox for Daytona Beach, Port Orange and Ponce Inlet staff interested in moving from paper submittals to electronic plan submittal and review. The City is recognized in Volusia County as the vanguard for this type of technology.
- The Planning Board conducted public hearings on Perrine's Produce & Deli (120 S. Nova Road) for Outdoor display and sales of produce; and a zoning amendment for 500 North Tymber Creek Road.
- The draft 2016 Bike Plan was updated along with the PowerPoint presentation for the City Commission Workshop scheduled for April 19<sup>th</sup>. A second alternative route was added for the Tomoka State Park Phase II proposed bike path. This second alternative makes use of existing eight foot sidewalks located partially along N. Beach and Domicillio and N. Ridgewood. Engineering continues to work on the detailed alignment and construction numbers.
- The Planning Director met with Jason Veloce regarding a use that may require a PBD amendment to Destination Daytona Phase 2.

#### **Building Inspections, Permitting & Licensing**

- 337 inspections performed.
- 10 new business tax receipts issued.
- 89 permits issued with a valuation of \$3,167,673.00

Development Services

- The SPRC had a pre-construction meeting with the property owner of 1368 Ocean Shore Boulevard.
- Approved projects Under Construction (percentage completed):

	Project	% Complete
1	146 North Orchard Street	90%
2	Children's Workshop	5%
3	CVS Health	20%
4	Environmental Discovery Center	80%
5	Moss Point, entry wall	0%
6	Riverbend Church	0%
7	Vystar Credit Union	20%
8	Deer Creek, Phase 4C	70%
9	Huntington Villas	85%
10	Giant Recreation World	80%

**Economic Development/Airport**

Ormond Crossings

- Staff is working with Tomoka Holdings to determine options to construct utilities to the Commerce Park portion of the project. Further estimates are being conducted by City staff and Tomoka Holdings. This is an ongoing process and staff will provide updates to the Commission.

Airport Business Park

- Staff is working with a local real estate broker and a local Volusia County manufacturing company interested in relocating to a property within the Airport Business Park.
- Staff is working with an existing manufacturing company to locate a site for the construction of a 60,000 sf facility. The Company is undergoing a due diligence process.

Ormond Beach Chamber, Main Street, Team Volusia, and Volusia County

- Staff met with the Rediscover US1 committee to formulate plans for a 3<sup>rd</sup> business promotion event along the US1 corridor. Staff is working with 5 businesses on US1 to arrange a second annual scavenger hunt. The event runs from Wednesday, April 13- Saturday, April 23. The 5 participating Ormond Beach businesses along US1 include River Grille Restaurant, Rossmeyer Harley Davidson, Platinum Fitness, A Floral Boutique, and State Farm Insurance. Staff was invited to discuss the scavenger hunt on the Dunn's Attic WNDB radio program. The scavenger hunt flyers and questionnaire forms are available at City Hall HR Department and second floor reception, City's web page, Ormond Beach Chamber of Commerce, and participating businesses.
- Staff met with Main Street staff to review and discuss enhancements to the City's signage in the Ocean District. Further analysis of the business signage in the Ocean District is underway, including cost estimates for new signage components.
- Staff participated in the Chamber of Commerce's leadership mentoring program.

#### Prospective Business Attraction/Retention/Expansion

- Staff is working with a New Jersey manufacturing firm that has negotiated a purchase offer for one of the Business Park properties. Staff met with the company representative to discuss an expansion to the existing building and eligibility for economic development incentives as part of the Growth Assistance Program. A conceptual site plan was presented to City staff and it appears to comply with the City's Land Development Code. Staff met this week to discuss the applicable state and city economic development incentive applications with the business prospect. A closing on the property is expected in the next 2 weeks. The proposed economic development incentives will be presented to the City Commission for review and approval.
- Staff met with a company interested in purchasing land at Destination Daytona to construct a Jeep dealership and related uses. Amendments to the land development code may be required.

#### Airport Operation and Development

- FAA personnel and federal contractors commenced work this week on the project to rehabilitate the FAA's VHF Omni Directional Range (VOR) facility at the airport. The VOR will be out of service for 45 to 60 days while the project is underway.
- The 2<sup>nd</sup> quarterly meeting of the Aviation Advisory Board was held this week on Monday, April 11<sup>th</sup>.
- FAA staff and contractors continued work this week to relocate certain air traffic control systems and equipment at the air traffic control tower.
- In an effort to market the airport to aviation users and businesses, staff attended the 2016 Sun 'n Fun Aviation Exposition in Lakeland, Florida last week. Staff attendance at the event was also in support of Super Petrel USA, a light sport aircraft sales and distribution business that recently established their North American sales and distribution headquarters at the Ormond Beach airport.
- Staff commenced work with Hoyle, Tanner and Associates to produce conceptual designs for a small flight services facility at the airport. The proposed facility is intended to provide basic aircrew and passenger services at the airport on a 24 hour basis.
- An advertisement for bids for the airport's obstruction remediation project has been published locally and online via DemandStar. Bid No. 2016-23 will be active until April 27<sup>th</sup>, when bids are scheduled to be opened at City Hall at 2:00 p.m.

#### Finance/Budget/Utility Billing Services

- Completed Projects - Weekly
  - Processed 39 Journal Entry Batches (#3533 - 3635).
  - Approved 21 Purchase Requisitions totaling \$75,106.57.
  - Issued 25 Purchase Orders totaling \$119,597.95.
  - Processed 4,276 cash receipts totaling \$564,921.52.
  - Prepared 159 Accounts Payable checks totaling \$135,654.08 and 45 Accounts Payable EFT payments totaling \$474,970.66.
  - Prepared 21 Payroll checks totaling \$19,992.44 and 335 Direct Deposits totaling \$424,145.82.
  - Transferred IRS 941 payment of \$166,525.91.
  - Processed 1,046 utility bill payments through ACH totaling \$111,031.16.
  - Processed and issued 5,434 utility bills with billed consumption of water of 40,340K.
  - Issued 926 past due notices on utility accounts.
  - Auto-called 117 utility customers regarding receipt of a past due notice.

#### Grants/PIO

- Public Information
  - Press Releases
    - Walking with the Manager April 8 Cancellation
    - Walking with the Manager (4/15)
    - Family Nutrition Program (SONC April 20, 27 and 28)
    - Police Chief Selected
    - Jesse Godfrey, Police Chief Reception (4/19)
    - Earth Day 2016

- Carpenter Tribute Show (4/15)
- Livingsong Concert (4/20)
  
- Other
  - Citizen Contacts
  - Media Contacts
  - Added to and updated items in News & Announcements and other pages on the City's website.
  - Completed weekly events calendar ad for Ormond Observer.
  - CodeRED Notifications for Hydrant Flushing
  - Attended weekly staff meeting.
  - Completed Pay and Classification Study Questionnaires
  
- Grants
  - Grant files maintenance and set up, monthly/quarterly/annual reporting, revisions, reimbursements, amendments, and closeouts.
  - Responded to follow-up VOCA request for revised information related to the Florida Legislature 2016-2017 Appropriations Bill for specific project plan information before VOCA funds can be released to the OAG and subsequently to the grantees.

### **Fire Department**

#### **Weekly Statistics**

- Fires: 4
- Fire Alarms: 2
- Hazardous: 2
- EMS: 99
- Motor Vehicle Accidents: 16
- Public Assists: 44
- TOTAL CALLS: 167
  
- Aid provided to other agencies: 28 Calls: Daytona Beach (12), Holly Hill (1), Volusia County (15)
- Total staff hours provided to other agencies: 33
- # of overlapping calls: 45
- # of personnel sent with EVAC to assist with patient care during hospital transport: 3
- Total EMS patients treated: 85

#### **Training Hours**

- NFPA 1001: Firefighting 6
- NFPA 1021: Officer 20
- NFPA 1500: Safety/Equipment 12
- NFPA 1620: Preplanning 6
- EMT/Paramedic 8
- TOTAL TRAINING HOURS: 52

#### **Station Activities**

- Updated 27 pre-fire plans
- Conducted 2 fire inspections
- Serviced 116 fire hydrants
- Provided quarterly CPR and AED training class to 15 Ormond Beach residents.

#### **Significant Incidents**

- 4/9/16, 11:25 AM: 2099 N. Beach St. – Brush Fire – Engine 93 assisted Tomoka State Park rangers with one acre brush fire – controlled burn jumped lines – 900 gallons of water used to extinguish hot spots – cleared scene at 2:34 pm.

## **Human Resources**

### **Staffing Update**

#### Requisitions

- Records Clerk (Police)
- Assistant Finance Director (Finance)
- Part Time Maintenance Worker II (Athletic Fields/Leisure Services)

#### Approved/Active Recruitment

- Police Officer (Police) was advertised 10-5-15 on the City web site, National Testing Network, Craigslist, and internally, and will remain open until filled.
- SCADA/Instrumentation Technician was advertised 1-4-16 on the City web site, internally, with Florida Rural Water Association, Florida Water and Pollution Control Operators Association, American Public Works Association, and Florida Water Resources Journal and will remain open until filled.
- Summer Camp Counselors (Leisure Services) was advertised 2-15-16 on the City web site and will remain open until 6-3-16.
- Part Time Community Events Technician (Leisure Services) was advertised 3-11-16 on the City web site and will remain open until 5-31-16.
- Part Time Maintenance Worker II – Andy Romano Park (Leisure Services) was advertised on the City web site 4-13-16 and will remain open until 4-17-16.
- Seasonal Part Time Maintenance Worker II - Andy Romano Park (Leisure Services) was advertised on the City web site 3-17-16 and will remain open until 4-18-16.
- Maintenance Worker II (Streets/Public Works) was advertised 4-6-16 in the City web site and internally, and will remain open until 4-15-16.

#### Background/Reference Checks/Job Offers – Candidates were selected and began pre-employment processing

- Police Officer (Police)
- System Maintenance Supervisor (Wastewater Collection/Reuse System/Public Works)
- Firefighter/EMT (Fire)

#### Terminations

- Part Time Maintenance Worker II – Andy Romano Park (Leisure Services) effective 4-21-16

### **Employee Events**

- Blood drive at City Hall was held on April 14.
- Our Nationwide representative will be here to meet with employees on April 21.

### **Risk Management Projects**

- United Way meeting
- Wrapping up Mayor's Health and Fitness Challenge

## **Information Technology (IT)**

- Information Systems (IS)
  - Work Plan Projects
    - Finance/Community Development – CRM system replacement – Contract received from Tyler, working through the contract review process.
    - Finance – Interactive Voice Response System – Participated in Kick-off meeting with Finance and vendor to assign tasks and responsibilities.
    - Community Development – Electronic Plan Review – Project substantially complete, working on minor issues as they are discovered.
  - iSeries system (HTE Sungard Naviline) - None
    - Windows Servers: - None.

- Networking System: - None.
- Work Orders: - 16 New work - 42 completed - 32 in progress
- Virus Protection: - E-mail spam and virus prevention via MX-Logic service

Total Inbound E-Mails	51,969	Inbound E-Mails Blocked	34,946
Delivered Inbound E-Mails	16,420	Quarantined Messages	330
Percentage Good Email	31.8%	Virus E-Mails Blocked	284

- Notable Events:
  - None.
- Geographical Information Systems (GIS)
  - Addressing Additions: 3 Changes: 2 Corrections: 1
  - Map/Information Requests: 15
  - Information Requests from External Organizations: 1
  - CIP Related Projects (pavement management, project tracking map):
  - Reclaim Connections Located this week: 0: Total in system = 729
  - Meters GPS Located this week: 65: Total in system = 23,140; 22,451 potable, 678 Irrigation, 11 Effluent
  - Notable Events:

### Leisure Services

- Administration
  - Supervisory Staff Meeting
  - Public Works Meeting
  - City Manager's Meeting
  - Assistant City Manager's Meeting
  - Janitorial Services Meeting
  - Met with Landscape Contractor for Weekly Updates
  - Park Visits
  - CIP Recreation & Facilities Meeting
  - EDC Meeting/Walk Thru
  - Employee Recognition Award
  - Andy Romano Parking Meeting
  - Swing Into Spring Concert Series
  - Park Maintenance Meeting
- Athletics
  - The Ormond Beach Shuffleboard Club continued to hold their weekly play on Monday, Wednesday and Friday at the Sports Complex. Play is at 1pm.
  - Lady Renegades Softball continued their spring practices this week at 7:15 at the Softball Quad.
  - OBSC Soccer continued practices this week, with rec games on Saturday mornings at the Sports Complex.
  - Golden Spikes continued practices this week on Nova Fields #2 - #5, as well as the Kiwanis Field, at the Sports Complex at 6pm and 7pm nightly Monday through Thursday.
  - OBYBSA Recreational Program continued games this week at both Nova and the Sports Complex Monday through Friday.
  - The City's Youth Volleyball continued this week at the Nova Gym. Days and times are Monday and Thursday evenings from 6pm to 7:45pm. 65 participants are currently signed up which is our second highest amount ever.
  - Bethune Cookman University Baseball again practiced on Thursday and Friday at 2pm at the Sports Complex on the Kiwanis Field. They also played games on Saturday at 1pm and 4pm and Sunday at 1pm.

- SHS Girls' Flag Football host home games on Tuesday and Wednesday this week at 6pm at the Sports Complex on Championship Field #7.
- Athletic Fields Maintenance:
  - Cleaned park, tennis and basketball courts at South Ormond
  - Tended to the infields, tennis and handball courts at Osceola Elementary School
  - Cleaned Skateboard Park, handball, tennis and basketball courts at Nova
  - Cleaned Magic Forest and the common area of Nova Park
  - Daily clean up of Limitless Playground by the softball Quad
  - Cleaned all sports parks daily of debris/trash from the events during the week
  - Dragged fields for recreational, competitive, and high school teams
  - Prepped fields for high school games and practices
  - Painted all fields, put out benches/trash cans, and added corner flags for OBSC recreational soccer games this weekend
  - Removed and sprayed weeds at Shuffleboard
  - Bricked additional mounds and plates at Softball Quad
  - Added crimson stone to Nova Field #5
  - Cut out mound on Nova #4 and added sod
  - Repaired infield sprinklers on Nova #2 clay
- Senior Center
  - Tomoka Duplicate Bridge was held on Saturday from 11:00am to 4:00pm
  - Chinmaya Church was held on Sunday from 10:00am to 2:00pm
  - Granada Squares Dance was held on Tuesday 6:30pm to 9:00pm
  - Big Band America was held on Thursday from 7:00pm to 9:00pm
- Performing Arts Center
  - The Performing Arts Center hosted the following classes throughout the week as part of its regular operations:
    - Monday: Kopy Kats and CMT held regular classes.
    - Tuesday: CMT held regular classes.
    - Wednesday: CMT held regular classes.
    - Thursday: Kopy Kats and CMT held regular classes.
    - Friday: CMT held regular classes.
  - The Performing Arts Center hosted the following events:
    - Kinetic Expressions Dance Academy presents "KEDA Elite", Thursday, 6:00pm to 8:00pm
  - The Performing Arts Center is preparing to host the following events:
    - Carpenters Tribute Show, Friday 7:00pm to 9:00pm
    - Dave Bennett Jazz Quartet, Sunday, 2:30pm to 4:30pm
- South Ormond Neighborhood Center
  - Splash Pad open through December 1
  - Open park and playground sunrise to 11pm daily
  - Fitness room Center hours
  - Open gym Center hours
  - Youth Basketball
  - Repast Saturday
  - Jazzercise Monday
  - After school tutoring
  - YMCA Soccer Monday, Wednesday and Friday 5:30-7:30pm
- Community Events
  - Weekly administrative tasks, office work, meetings and activities
  - Planning of 2016 events through July

- Art in the Park, April/May
- EDC Grand Opening, May
- Assisting Memorial Remembrance Committee, May
- Reel in the Fun Fishing Tournament, June
- Independence Day Celebration Independence Day Celebration , July
- Summer Sounds Concert Series, July
- Attended Senior Games Committee Meeting and assisting committee with planning tasks
- Assisted with Walk with the Manager
- Assisting with Skate Park Competition
  
- Gymnastics
  - Classes are going well and growing
  - April session in progress
  - Registration open for April session
  - Trial classes are being offered to attract potential students
  - Continued training of new Rec Leader
  
- Nova Community Center and Special Populations
  - FitGyms conducted their personal training and tennis lessons.
  - Open play took place at various times during the week for basketball, pickleball, ping pong, the game room and the exercise room.
  - Adult Jazzercise and Ms. Debby's Dance and Acting classes continued to meet at various times throughout the week.
  - Challenger Baseball met on Tuesday from 5:00pm-6:00pm at the Nova Community Park fields.
  - Explore the Arts met on Wednesday from 4:30-5:30pm.
  - Youth Coed Volleyball met on Monday and Thursday for practice from 6:00pm-8:00pm and will continue to meet twice a week until May.
  - Staff is preparing for the skate park competition taking place tomorrow from 10am to 5pm.
  
- The Casements
  - A wedding was held at Ormond Memorial Gardens on Saturday from 4:00 p.m. to 5:00 p.m.
  - A wedding was held at The Casements on Saturday from 5:00 p.m. to 7:00 p.m.
  - A wedding was held at Ormond Memorial Gardens on Sunday from 10:00 a.m. to 11:00 a.m.
  - Missing Peace church group met at Bailey Riverbridge on Sunday from 10:30 a.m. to 12:30 p.m.
  - A baby shower was held at Bailey Riverbridge on Sunday from 2:00 p.m. to 6:00 p.m.
  - Guild tours were given on the hour Monday through Friday from 10:00 a.m. to 3:00 p.m. Saturday tours were given at 10:00 a.m. and 11:00 a.m.
  - Pilates classes met Monday through Friday at The Casements.
  - Yoga met on Tuesday morning at The Casements.
  - The Casements Guild held a board meeting on Monday from 10:00 a.m. to noon.
  - The Casements Guild Crafters met on Thursday from 12:00 p.m. to 3:30 p.m.
  - The Casements presented the second installment of the Swing into Spring concert series. The free event was held on The Casements' North Lawn from 7:00 p.m. to 8:30 p.m.
  
- Parks Maintenance
  - Citywide inspection of parks
  - Inspections of pavilions for reservations and posted same
  - Dock repairs along Joyce Ebbets Pier
  - Repairs along handrails at Cassen boat ramp
  - Removed and replaced wood rails at Nova Community Park
  - Installed "Employee Parking" signs at Andy Romano Beachfront Park
  - Replaced two nets at Nova tennis courts

- Building Maintenance
  - Preventative maintenance of City vehicles and equipment as necessary
  - Weekly maintenance of fountains at PAC, Bailey Riverbridge, Arroyo, Riviera, Hospital Park, Fortunato and City Hall
  - Weekly inspection of the water wheel and sump pumps at The Casements
  - Tri-weekly inspection of DOT and facility lighting at various City locations
  - Tri-weekly lighting inspection of airfield runways, taxiways and signage
  - Installed new GFI outlet for the outside bathrooms at Osceola
  - Installed new 4x4 post at Sports Complex
  - Met various contractors for upcoming jobs.
  - Installed anti skate plugs on breezeway planters at City Hall
  - Repaired field gate next to basketball court at Osceola Elementary
  - Unclogged men's toilet at Fortunato
  - Adjusted maintenance building back door at Airport Sports
  - Repaired a guide wire at SONC
  - Repaired the Sally Port cage and replace motor belt at the Police Department
  - Installed a new water cooler for outside pavilion at Osceola Elementary
  - Unclogged men's toilet at Andy Romano Park
  - Repaired restroom door magnet locks at Osceola Elementary
  - Repaired toilet sensor at Andy Romano
  - Check a tripped breaker for tennis center at Nova
  - Repaired outside restrooms door handle at SONC
  - Replaced ladies room waste paper basket at Central Park II

### **Police Department**

#### Administrative Services.

- Attended weekly Staff Meeting.
- Attended TASER Body Camera Demo and Training
- Attended COBAN in-car camera training.
- Attended the BMW motorcycle training and Demo.
- Attended Vista body camera Demo.
- Attended ICMA Leadership webinar.
- Attended "Back the Blue" event at the Riverbend Academy.
- Attended the Leadership Emergency Management presentation at City Hall.
- Conducted 2<sup>nd</sup> Quarterly Cash Audits.
- Attended bi-weekly Crime View Meeting.
- Attended Victim's Rights Week breakfast.

#### Community Outreach

- Six members of the Youth Directors Council met to review upcoming service projects and the calendar of events for the annual conference to be held in Orlando in July.
- OBPAL Basketball program: The OBPAL 14U basketball team participated in the State of Florida Association of Police Athletic Leagues State Wide Basketball tournament April 8–10. The OBPAL team won in their division. The team is now State PAL Champion for the 2016 tournament.
- Field trips and programs for the Summer Connections Partnership are being reviewed and finalized.
- Second Annual "Back the Blue" soccer challenge was held on April 7<sup>th</sup>. Z88.3 broadcasted from the location. There were about 350 people in attendance.
- Crime prevention presentation was conducted at San Marco on April 5<sup>th</sup>
- "Mommy, Me & Safety" presentation was conducted on April 6<sup>th</sup> for Florida Memorial Mother & Baby University group.
- Conducted a Crime Prevention Neighborhood Survey for the Bryant Street area.
- Taught DARE at St. Brendan, at Calvary, at Temple Beth El and at Osceola.

- Mentoring students at Tomoka Elementary and Ormond Elementary.

Community Services & Animal Control

- Animal Calls: 50
- Animal Bites: 1
- Animal Reports: 5
- Animals to Halifax Humane: 2 (Cats)
- Animal Citations: 2
- Dogs Reclaimed: 1
- Injured Wildlife: 1

Criminal Investigations

- Cases Assigned: 30
- Cases Cleared by Arrest/Complaint Affidavit: 1
- Cases Exceptionally Cleared: 12
- Inactive: 15
- Fraud: 7
- Burglary Business: 4
- Burglary Residential: 7
- Larceny Car break: 5
- Grand Theft: 2
- Auto Theft: 2
- Recovered Missing Persons: 1
- Assaults: 2
- Death Undetermined: 1

Records

- Walk - Ins / Window 104
- Phone Calls 117
- Arrest / NTA'S 19
- Citations Issued 105
- Citations Entered 168
- Reports Generated 152
- Reports Entered 136
- Mail / Faxes / Request 19

Patrol

- Total Calls 1,425
- Total Traffic Stops 180

Operations

Crime Opportunity Report Forms: 160

- 4/5/16
  - Carbreak, 170 Williamson Boulevard (Sleep Inn). The victim advised that sometime overnight someone entered their vehicle through the back window that was covered in plastic due to it being broken. Several items stolen.
  - Narcotics Arrest, 145 North Yonge Street (Dollar General). Suspect was originally seen shoplifting. He was detained, management declined to pursue charges but issued a trespass warning. During the investigation the suspect was found to be in possession of narcotic paraphernalia. He was arrested and transported without incident.
- 4/7/16
  - Burglary-Business, Kick Start Saloon 905 North US1. No evidence of forced entry. Entry was attempted to the ATM inside the business and the safe behind the bar was forced open.

- Carbreak, 1521 West Granada Boulevard. Unknown method of entry. Victim found out when some checks of his were fraudulently cashed
- Burglary-Residence, 116 Riverside Drive. Forced entry was made by breaking out a glass pane on the rear of the home. Over \$15,000 worth of items were taken.
- Shoplifting Arrest, 1521 West Granada Boulevard. Suspect took \$45 in steaks and ran from the store. He was chased by employees and fled to Bermuda Estates. He jumped the fence back into the Wal-Mart parking lot and was immediately detained
- Stolen Vehicle, 1 South Beach Street (Granada Pier Bait and Tackle). The victim advised he took a nap on a bench at the park. When he woke his motorcycle and keys were gone. The motorcycle was parked some distance away from him and is described as a black and orange Demon Vintage Chopper with skulls on it.
- Burglary-Residence (occupied), 955 South Nova Road #39 (Oasis Trailer Park). The victim woke up after hearing someone in the living room. She opened her bedroom door and heard someone running outside (suspect not seen). After a check of the residence the victim discovered her mother's purse outside at the foot of the steps with its contents emptied out. The victim said the home was secure upon everyone going to bed. Fresh pry marks were found on the main entrance door. Cash (\$200) was taken from the purse.
- Narcotics Arrest, 103 Clyde Morris Boulevard. Suspect crashed into two cars. The narcotics were in plain view when officers arrived. Suspect was taken to the Branch Jail.
- 4/8/16
  - Stolen Vehicle, 646 Hand Avenue. The victim reported that his black 2007 Toyota Tacoma was stolen from his driveway. The victim advised that he is in possession of the keys and that the vehicle was locked. Several tools were inside the bed of the truck which had a topper on it.
  - Shoplifting Arrest, 1458 west Granada Boulevard (Bealls). Adult female placed under arrest for stealing several clothing items. The female was given a Notice To Appear
- 4/9/16
  - Attempted Burglary Arrest, 30 South Atlantic Avenue (LuLu's). A white male was observed on video attempting to break the front door glass of the business with a metal bench. He also attempted to break all of the glass doors at the rear of the business. Several thousand dollars of damage was done. Suspect was developed, located and a confession was obtained post Miranda. He was placed under arrest for the attempted burglary and the felony vandalism.
  - Carbreak, 33 Lake Vista Way. The reportee advised that an unknown person broke into his 2010 blue Chevrolet HHR.
  - Attempted Burglary, 338 Ocean Shore Boulevard (Grace Lutheran Church). Unknown persons threw a cinder block at the glass which did not break.
  - Battery-Domestic violence, 93 Ford Street. Suspect was arrested for battering his live in girlfriend. He was transported to jail without incident
  - Carbreak/Shoplifting Arrest, 570 South Atlantic Avenue (Precision Auto). A call came out for a shoplifting in progress at 620 South Atlantic Avenue. When officers responded, the suspect was found rummaging through a car. The victim of the carbreak did not want to pursue charges and that case was closed. The amount shoplifted was a felony amount and she was arrested for shoplifting and resisting arrest. She refused to give her name so Rapid ID was used to identify her. She was transported without incident.
  - Narcotics Arrest, Fleming Avenue at Bryant Street. Directed patrols on Bryant Street yielded a traffic stop and K-9 Kane alerted to narcotics in the vehicle. Suspect was issued a Notice to Appear for possession of marijuana
- 4/10/16
  - Carbreak, 155 Interchange Boulevard (Hampton Inn). Entry into believed to be unlocked vehicle. Apple laptop taken amongst other personal items.
  - Carbreak, 170 Williamson Boulevard (Sleep Inn). Entry was made by smashing passenger side window. Sunglasses and medical papers taken.
  - Narcotics Arrest, Fleming Avenue/Collins Street. K-9 conducted a traffic stop for an equipment violation and asked for consent to search the vehicle which was denied. Officer

conducted a probable cause search with K-9 (Kane). Subsequently, the two occupants were taken into custody for possession of crack cocaine heroin and prescription narcotics. They were transported without incident. Once at the jail and during the strip search more cocaine (crack) was discovered in a body cavity area. Additional charges were added.

- Fleeting Driver Arrest, Riverside Drive/River Beach Drive. Officer was conducting traffic enforcement on Riverside Drive when he saw a vehicle pass him at approximately 100 miles per hour. He attempted to stop the vehicle which fled. Stop sticks were authorized, a pursuit was not. No pursuit was initiated. Ormond units spotted the vehicle turning on North Beach Street from the bridge. Coincidentally AIR1 was in flight in the Ormond Beach area, located the vehicle and followed. The vehicle stopped at an address on Roberts Road in the County area off of US Hwy 1. VCSO assisted and the driver was located and arrested. He admitted to fleeing post Miranda. He was taken into custody and transported without incident.
- Burglary-Residence, 633 Flamingo Drive #B. Victim reported that someone entered his home by breaking a window. A Playstation, clothes and business keys were taken.
- 4/11/16
  - Burglary-Business, 280 Destination Daytona Lane (Construction Site for Giant Recreation World). Construction equipment taken from a work site. First victim had concrete finishing equipment taken. Second victim had pipe bending, threading, and cutting equipment taken.
  - Burglary-Residence, 2 Marsh Ridge Watch. Rear sliding door was smashed. Suspect(s) passed over computers and other electronics and went through dresser drawers apparently looking for cash and other small items
  - Burglary-Residence, 51 Saddlers Run Trail. Entry made via the back patio doors. Late call no other details.
  - Burglary-Residence, 37 Grey Dapple Way. Entry made via the back patio doors. Late call no other details.
  - Shoplifting Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for stealing a big screen television. Suspect taken to the Branch Jail
  - Shoplifting/Narcotics Arrest, 1521 West Granada Boulevard (Wal-Mart). Suspect was arrested for stealing miscellaneous house hold items. A search of her purse revealed the drug Crystal Meth. Suspect arrested and taken to the Branch Jail.

#### Traffic Unit

- Traffic Enforcement Stats:
  - Number of Traffic Stops: 48
  - Number of Uniform Traffic Citations Issued: 72
  - Number of Written Warnings Issued: 3
- Traffic Crash Reports:
  - Number of Crashes without Injuries: 10
  - Number of Crashes with Injuries: 9
  - Crash Investigation General Information:
    - 16-04-00107: non-injury crash involving fully loaded school bus (driver + 35 passengers)

#### Neighborhood Improvement

Weekly inspection statistics by Commissioner Zones

- Zone 1: 8 Cases initiated
- Zone 2: 4 Cases initiated
- Zone 3: 4 Cases initiated
- Zone 4: 5 Cases initiated
- 5 signs have either been removed or sign cases created.
- 25 tree removal permit requests.
- Administrative staff assisted with one (1) walk-in and seventy-one (71) telephonic inquiries.

## **Public Works**

- Engineering

- Project Summary

- Construction Projects:

- Stormdrain & Sanitary Sewer Pipe Lining Rehabilitation - Approximately 400 ft of pipe liner was installed on the 38'x60' elliptical storm drain pipe. Remaining sanitary sewer laterals are being grout sealed to prevent leaks at the gravity main connection.
- Ph II 2-Inch Watermain Replacement – Mainland - New watermain along North Beach Street from Sanchez Avenue to Melrose Avenue has been pressure tested, chlorinated and BACTs sampling has been taken. As-Builts are being prepared for the watermain clearance package. All side streets along that route will be connected once clearance has been issued. Restoration is being completed on all other streets where watermains were installed. Reviewing construction schedule for the remaining areas to receive watermain replacements.
- Ph II 2-Inch Water Main Replacement – North Peninsula – The contractor is continuing switchover of services and relocation of meters in the Longwood/Brendale area.
- Environmental Discovery Center – The contractor is working on the interior display feature and final site grading for landscaping and irrigation installation.
- Nova Community Park Trail – The project is complete.
- North US1 Landscaping (Airport Road to I95) – The contractor continued irrigation installation which started at Airport Road, working north toward the interstate and started installing trees in the medians.
- Downtown Stormwater – Preliminary shop drawings have been approved for the contractor to order materials; the contractor has contacted the adjacent property owner for use of the lot as material storage. Pre-construction video and photos are complete.
- WWTP Sludge Thickener Improvements – A pre-construction meeting was held and the contractor is mobilizing on-site.
- Fire Station 93 Roof - Lower section of the station front roof has been installed and inspected. The upper middle section is currently being installed.
- City Welcome Sign – The signs are fabricated and installation has begun.
- Communications Infrastructure – Work on Division Avenue is nearing completion, fiber optic connection has been successfully tested at the Environmental Discovery Center. Work on the point-to-point wireless connections to The Casements and Nova Recreation is scheduled.
- Ph III 2-Inch Water Main Replacement – Mainland - Land survey work has been directed to begin to collect surface information for creating design base drawings.
- Ph III 2-Inch Water Main Replacement – North & South Peninsula – A design kickoff meeting with the consultant was held April 6.
- City Hall Chiller Pump Replacement – The bids were received and came in below budget. The consultant is reviewing the bids which will be placed on April 5th agenda for CC approval.

- Design Projects:

- South Peninsula Reclaimed Expansion – A design kickoff meeting was held on April 6. A SJRWMD cost share grant application has been submitted for City Commission approval at the April 19 meeting.
- Laurel Creek Stormwater Pump Station Improvements – CC approved project for advertising for bids.
- West Ormond Community Center – Consultant has submitted final draft report which is being reviewed by staff before meetings with the CM and CC are held.
- A1A Landscaping (Granada to Harvard) – Staff submitted the design plans for FDOT review.
- Ormond Sports Complex Field 9/10 Lighting – Plans and specifications have been submitted, bid documents are being reviewed.
- Water Treatment Plant Lime Silo Dust Arrestor – Bids were opened on April 7, McMahan Construction was the low bidder. Consultant has submitted a recommendation of bid for the project which will be presented to the City Commission for award on May 17.

- Water Treatment Plant Controls and Pump Upgrade – A pre-bid meeting was held on April 7, bids will be opened on April 21.
- WTP Sludge Residuals Facility Improvements – Design services work authorization was approved on April 5<sup>th</sup>. A kick-off meeting will be scheduled.
- Cassen Park Public Dock – Grant applications have been submitted. Surveys are complete and design is underway.
- Ormond Beach Sports Complex Traffic Calming - Installation of speed tables for traffic calming on the roads of the Sports Complex is included in the 2016 Roadway Resurfacing Project which bids were opened last week and are being reviewed.
- Sanitary Sewer Inflow/Infiltration - System zone data is being tabulated for use in the project bidding manual.
- Effluent Outfall Replacement – 30% review meeting was held. Consultant will move forward with permitting and request for the submerged land lease from the State.
- 2016 Corrugated Metal Storm Pipe Repairs - Bids are being reviewed by staff.
- Lincoln Avenue Parking Lot – Site design has been submitted to SPRC for review.
- 2016 Roadway Resurfacing - Bids are being reviewed by staff.
- Forest Hills Connector Trail – Design of the project began this week, with City staff commencing survey of the route from Forest Hills to Old Tomoka Road. All agreements and easements have been executed.
- Wilmette Avenue Pumping Station – A proposal has been negotiated with the Consultant and a work authorization is being issued to begin design.

#### Department Activities

##### Administration/Meetings/Customer Service/Other:

- Staff met to review capital improvement needs for parks and recreation. Preparing cost estimates and exhibits to update the 5 year capital improvement program.
  - Laurel Creek Culvert Replacement/FPL Orchard Street Substation – Bottom slab has been constructed. Sidewalls are being formed.
  - Reviewed plans and created Work-in-the-Right-of-Way permit for 506 Lincoln Avenue directional bore, per FPL request.
  - Met with homeowner on-site at 570 John Anderson Drive to discuss grade and fill options.
  - Began topographic survey for the proposed Forest Hills sidewalk project.
  - Updated Lincoln Avenue parking lot project construction plan set, per comments.
  - Modified A1A median landscaping project plans, per Project Manager's comments.
  - Continued work on A1A reuse expansion plans.
  - Modified Shadow Crossing force main project plans, per Utilities Division comments.
  - Modified Airport Clearing exhibit, per Airport Manager's comments.
  - Created exhibit maps showing proposed developments along West Granada Blvd. and the impacts they would have on the center medians.
- Environment Management
  - Street Maintenance
  - Asphalt / Concrete
    - Inspected damaged guard rail at Hand Ave & Harbour Lights
    - Picked up litter along roadway on Nova Rd
    - Pulled forms, cut stress lines, and backfill on Spring Meadows Dr
    - Back filled job on S. Orchard St
    - Prepped area and poured concrete on Twelve Oaks Trl
    - Asphalt repair work on Red Maple Cir
    - Clyde Morris at South Forty pothole repair

##### Tree Crew

- Trimmed & cleaned up at City yards and City Hall (including Corbin St. parking lot at school)

- Trimmed at various bus stop benches
- Maintenance and tree inspection citywide
- Hauled debris to Nova/Transfer Station
- Stump grinding citywide
- Removed rotten oak tree on Timberlake Trl; oak tree on Casements Dr; pine tree on Fleming Ave w/o Center St; 3 palms on Flormond (SONC); tree in Central Park I
- Trimmed low limbs on Red Maple Cir, New Britain Ave, Lincoln Ave

#### Maintenance Crew

- Rotated Special Event Bridge signs
- Debris cleanup on Granada Bridge and Memorial Gardens
- Graded roads & boat ramps at all City parks, Airport Sports Complex and Old Tomoka Rd.
- Picked up litter at various bus stops in the City, on DOT roads, at Orchard & Wilmette and on the Tomoka River Bridge
- Weed control on Streetscape and FDOT areas
- Cleaned benches citywide
- DOT weed control on all State Roads
- Trimming on Wilmette (between Orchard & US1) and 300 block of Hand Ave
- Assist Concrete Crew with asphalt on Red Maple Cir

#### Sign Shop

Repaired, replaced or installed signs at the following locations and other jobs:

- Citywide Locations, checked for signs that might need attention
- Fabricated various signs & decals for upcoming jobs
- Washed & cleaned signs in various locations
- Installed new 25 mph residential speed limit sign at Division Ave/Old Kings Rd
- Installed new rules sign on tennis court fence, Hammock Ln
- Replaced two HIP Stop signs on Central Ave and two at Whipporwill Ln
- Installed two residential speed limit signs on Old Kings Rd
- Installed three No Trespassing signs on gate at Airport Rd
- Fabricated two street names – Hollywood/Rockefeller Dr
- Reinstalled Do Not Enter sign at Nova Community Center

#### Stormwater Maintenance

##### Maintenance Crew

- Locates citywide
- Carp Barriers – cleaned and inspected
- Pump Stations – inspected citywide
- Inlets – inspected and cleaned citywide
- Basins – Inspected and cleaned citywide
- Ditch Maintenance – Pump Gates on Hand Ave
- Pond Maintenance at Water Plant & Ballfields
- Asphalt repair at Twelve Oaks

##### Mowing

- Reach Out – US1

##### Vacon

- Zone #1; Center & Fleming

##### Street Sweeping/Streetsweeper

- 60 miles of road cleaned (1 day – sweepers are down/being worked on)
- 20 cubic yards of debris removed

- Fleet  
Mileage Traveled by all City Departments for the week  
22,593

PM Services completed for the week:

Emergency—Vehicles and Equipment  
10

Non-Emergency Vehicles and Equipment  
14

Road Calls for the week:

3

Quick Fleet Facts:

- Fleet has 7684 gallons of unleaded and 7,040 gallons of diesel fuel on hand.
- Fuel Used in one week: 1,825 gallons of unleaded and 709 gallons of diesel.
- Fleet completed 47 work orders this week.

- Utilities

Projects Summary

- Breakaway Utilities Yard Electrical and Pump Upgrades – Engineering services work authorization is prepared for City Commission consideration at the 5-3-16 Commission meeting.
- Division Avenue Well Field Raw Water Piping – Revised as-built drawings were received from the contractor for review.
- Fire Hydrant Replacement Program – Checked hydrants on South Atlantic Ave. for FDOT permit requirements.
- Hunters Ridge Low Pressure FM Upgrade – The request for additional information response was sent to FDEP – plans and specifications prepared in-house and scheduled for review by City Commission prior to bid advertisement.
- Lift Station 10M & 12M Rehabilitation – A work authorization was prepared for City Commission consideration at the 4-19-16 meeting.
- Lift Station 8M1 – Addendum 5 was prepared. Bids were postponed until April 21 at 2:00 pm.
- Ormond Beach Wastewater Treatment Plant Rehabilitation Project – Pump #2 is in the installer's shop to have a new seal installed. The seal was ordered.
- Rima Wells Auxiliary Power Generator – Contractor visited the well site at the end of last week to review field conditions.
- Sanitary Sewer Inflow Infiltration Project – Received collection system maps to isolate suspected areas of high infiltration for prioritizing system video activities.
- Sanitary Sewer Pipeline Repair – Several laterals remain to be grouted.
- Sodium Hypochlorite Storage Tank Replacement – A preconstruction meeting was held on 4-7-16. A notice to proceed date of April 11, 2016 was established.
- Storage Tank Repairs and Maintenance – Breakaway Trails Elevated Reclaimed Water Storage Tank Rehabilitation Work authorization was approved at the 4-5-16 City Commission meeting.
- Water Plant Aerator Housing Rehabilitation (CIP) – Bids were received. The low bid was \$160,000. Bids are being evaluated.
- Water Plant Lime Silo Dust Arrestor Project – Bids were received.
- Water Plant Pump & Control Upgrades – A pre-bid meeting was held on April 7 at 10:00 am, bids will be opened on April 21.
- Utilities SCADA Upgrades – The work authorization was approved at the 4-5-16 City Commission meeting.
- SPRC Projects: Deer Creek Phase 4C – Reviewed water and wastewater as-built plans. Huntington Green – FDEP Water Distribution system permit was received. Family Dollar – 1545 N US1 – Reviewed revised plans. Utility Division comments were addressed. Granada Depot – Reviewed revised plans and provided comments. Kingston Shores – Awaiting updated information for project. Ormond Central – Received plans for review. Ormond Outpost 1003 N US1 – Sent requested as-built information to the engineer.

Departmental Activities

Public Works – Utilities Division

- Water Treatment
  - Delivered to the City 39.90 million gallons for the week ending April 1, 2016 (5.70 MGD)
  - Backwashed 13 filters for a total of 591,000 gallons backwash water.
  - Produced and hauled 108 wet tons of dewatered sludge.
  - Operated north & south plant generators for routine PM.
  - April 4, 2016, began three week disinfection conversion to free chlorine.
  
- Wastewater Treatment
  - Domestic and Industrial Wastewater flow was 30.64 Million Gallons.
  - Produced 26.81 Million Gallons of Reuse.
  - Produced 3.47 Million Gallons of Surface Water Discharge.
  - Influent flows average for week @ 4.33 MGD, plant designed for 8 MGD.
  - Hauled 43.15 tons of dewatered residual solids (14%-18% Solids).
  
- Water Distribution
  - Responded to or repaired 17 water service leaks.
  - Replaced 4 residential water meters.
  - Installed 7 new water service and meter connections.
  - Replaced or repaired 13 water meter boxes.
  - Replaced 7 water services due to aged piping.
  - Performed testing on a 4" commercial water meter at 100 Osceola Ave
  - Performed yearly scheduled pressure test of 7 City owned backflow prevention devices, all closed tight. Rebuilt a dual check valve in Ormond Lakes.
  - Responded to 19 reports of customer concerns regarding low pressure, cloudy water or assistance with other plumbing needs.
  - Located and exercised 9 main line valves in the Hand Ave and surrounding subdivisions.
  - Performed maintenance and repairs on 6 fire hydrants in Hidden Hills.
  - Checked all valves in River Oaks subdivision due to low pressure concerns. All valves were open.
  - Repaired a 4" water main and replaced the 2" tap at the WTP.
  - Performed a water utility inspection for Pergola Place in Deer Creek subdivision.
  - Assisted WTP personnel in shutting down the valve for 16D for meter repairs.
  - Performed a scheduled water main shut down on Bonnie View Dr for a final water main connection.
  - Backfilled and completed landscape all Water Distribution excavation sites.
  - Rescinded all outstanding boil water notifications.
  - Utility locate service for water/wastewater/reuse/city power and fiber optic cables: received notice of 181 regular and 4 emergency utility locates for the previous week.
  
- Wastewater Collection – Reuse
  - Crews responded to 5 trouble calls in the Breakaway/Hunters Ridge PEP System service area and 4 in the conventional system service area.
  - Responded to 14 Requests for Utility Verification for residential and commercial properties.
  - Exercising main line Sanitary Sewer Force Main Valves in Phase 1 of Hunters Ridge monthly and bleed off air from the force main to reduce the main line pressure to improve flow conditions.
  - Crews installed a 4" clean out at the right of way property line @ 1212 Scottsdale Dr. It was tied in without a clean out years ago.
  - Located and raised the clean outs to grade 239 & 247 Washington Place and 254 & 255 S. Ridgewood Ave.
  - Checked all known trouble spots. All good @ current time.
  - Crews replaced the broken clean out stack @ 524 Fred Gamble Way.
  - Crews pulled new wire from the Pep Tank jbox to the Pep Tank panel box @ 15 Cambridge Trace. Tested the Pump and Alarm all working fine.
  - Replaced a failed Pep Tank panel box @ 5 Tomoka Ridge Way. Tested and all is working fine.

- Televised the sanitary main at 815 Loyola Dr. There is a small roadway depression near the driveway. Sanitary main appears clean and clear. Informed storm water crews to determine status of drainage facilities in vicinity.
- Repaired a 2" reuse main line leak near the meter box @ 134 Forest Quest. Moved the blow off further away from the driveway.
- Used the Harbin (water jet machine) to flush out the reuse service with high pressure @ 480 N. Halifax Dr. to support request for new service.
- Replaced the top soil/sod and raked to grade, all recent jobs in town and west side of town. Two pallets of sod were needed to complete this task.
- Checked force main pressure on Ocean Shore Blvd.AM/PM Spanish Waters @ 28/16psi, Ocean Mist Hotel @ 20/18 psi, Ormond Mall @ 15/10psi.
- Low pressure sewer gauge readings: AM/PM Westland Run (2 inch) 18/14psi. Foxhunters Flat (2 inch) 6/8 psi & Shadow Crossing Blvd. (4 inch) 0/0 psi.
- Televised 12 laterals from PM list, 7 needed to be cleaned, 5 were clean and clear, none needed to be repaired. These locations will be put on a 6 month follow up.
- Performed annual root control on 7 Sanitary Service Laterals.
- Utilities Equipment Maintenance  
Wastewater Plant – Lift Stations
  - Centrifuge #1 – noisy operation, disassemble for inspection, found Scroll & Bowl assembly full of debris, cleaned debris, ok.
  - Poly Blend #2, lines plugged, repair/replace as needed, ok.
  - Spanish Waters, monthly force main pressure checks: Main pressure 28 psi – Pumps running 36-38 psi.
  - Swing Zone Blower #1, replace control transformer in VFD.
  - Centrifuges 1, 2, install outlets for UPS system, #2 - troubleshoot faults, non-functional RTU cards noted, replacements on order.
  - Plant Wide, continued cleaning & painting of safety bollards throughout.
  - McDonalds, weekly odor control and wet well cleaning.
  - WIN911 monitor/response: Ormond Lakes #2 - phase loss, FPL states 68 customers effected, set up generator to operate station during interim, power restored, check rotation of pumps, ok;
  - SCADA monitor/response: 8P – high starts, cleaned probe, ok; 1M – pump #2 high run hours, pulled pump cleared blockage at volute, ok; 12M, high run hours, deragged both check valves, ok; 10M - high run hours, deragged both check valves, ok; 7P – high run hours #1, found vacuum system problem, disassembled and repaired vacuum system, installed new rollers at doghouse, ok; 1P – high starts, high run hours, checked station, high numbers are due to high flows, station fully operational, ok; San Marco – high starts, high run hours, checked station, deragged both check valves, ok; 12M – no starts #2, reset motor starter, amp draw nominal, ok.
  - Plant wide oil & grease route.
  - Weekly Plant PM's: Grit Snail; Poly Blends, #1, #2; Clarifiers, #1, #2, #3, #4; Digester Blowers, #1, #2, #3; Bar Screens, #1, #2.
  - Monthly PM's: Influent Odor Control Unit; Digester Blowers, #1, #2, #3; Sand Filters, #1, #2, #3; Effluent Transfer Pumps, #1, #2, #3;
  - Lift Station PM's: 19 monthly and 0 annual performed.
  - 70 work orders completed and closed for this section for this week.

Water Plant – Well Fields – Booster Stations – Reuse System

- Leeway Elevated Tank, troubleshoot and repair MOV controls, return to service, replace time and start relays on drain pump, ok.
- Well 9D, begin replacement of pump and motor, riser pipe not usable due to corrosion, will complete repairs when new pipe is received.
- Lime slaker pump #3, replace non-operational gearbox, ok.
- Reuse H.S.P #2, replace air release valve, ok.

- Reuse High Service Facility - Compressor not maintaining pressure in lines, reset starter, clean mercury switch for proper operation, ok.
- Centrifuge building, install storage cabinet.
- Ammonia tank, replace pressure regulator and gauge.
- LPRO clear well, switch VFD to tank #2.
- Weekly PM's: Clari-Cone injection ports
  
- Wastewater/ Reuse Treatment and Collection System Regulatory Activities
  - Industrial Pretreatment Program – Staff is scheduling the inspection and annual sampling of the four (4) Industrial Pretreatment permittees. The Utility is required to perform these activities annually per FDEP.
  - Local Limits Evaluation – Staff is developing the Plan of Study for the Local Limits evaluation for submitted to the FDEP. The study will provide the framework for the developing the new local limits.
  
- Water Supply/ Treatment and Distribution System Regulatory Activities
  - Consumer Confidence Report – Staff began compiling the data from the 2015 calendar year to construct the 2015 CCR (Annual Water Quality Report). The Volusia County Health Department provided feedback on the data and the Utility will apply those changes. Staff also submitted the Certification of Delivery of CCR data to the VCHD as required.
  - Wetlands Monitoring Report – The contractor, a local biologist, assessed the health of the wetlands in Rima Ridge which is a portion of the Wetlands Monitoring Report. The contractor's findings are being combined with City well monitoring data for the final report.
  - American Water Works Association Florida Section – The City of Ormond Beach was invited to the Central Florida AWWA 2016 Best Tasting Drinking Water Contest. The City received a runner up certificate from the contest judges.
  - Ormond Beach Elementary Earth Day Event – Staff is organizing several activities for 157 first and second graders from Ormond Beach Elementary who will attend the City's Earth Day event on April 21<sup>st</sup>. This the fourth consecutive year the students have been invited. The event allows for a free field trip, which the teachers have appreciated every year. The Museum of Arts and Sciences will present this year along with a craft by the Ormond Beach Public Library.

#### **Support Services/City Clerk**

In addition to routine departmental activities such as public records requests, transcribing minutes, updating insurance information for City contracts, maintaining the City website, assisting staff with and maintaining the agenda automation system, records management, document imaging, proclamations, assisting citizens and directing calls at City Hall, handling phone requests/repairs, and providing research projects for citizens and staff, the following projects are underway or have been completed:

- City Clerk attended weekly meeting with Assistant City Manager
- City Clerk attended weekly City Manager Staff Meeting
- City Clerk attended ICMA Supervisory Training Webinar on April 6, 2016
- Agenda packet preparation, creation and distribution for April 19, 2016 City Commission Workshop and City Commission Meeting

#### **Status of Department Projects**

- Municode republication of Code of Ordinances
  - Project Status: Currently reviewing proof sent from Municode.